

SECRET

CONFIDENTIAL
19 November 1946

COPY NO. 85

25X1A

CENTRAL INTELLIGENCE GROUP

C.I.G. ADMINISTRATIVE ORDER

25X1A

25X1A

1. C.I.G. Administrative Order [REDACTED] dated 21 August 1946 regarding credit references is hereby rescinded, and the following is substituted therefor:

25X1A

a. Whenever it is required or necessary for a member of the Central Intelligence Group to give a business address for a credit reference, the following procedure will be followed for purposes of security:

(1) No information will be given concerning office or sub-division of C.I.G. to which the member belongs.

(2) At all times when it is necessary to give the Central Intelligence Group as a credit reference, the name of [REDACTED] Assistant to Chief, Personnel Division, C.I.G., will be given as the person to whom requests for credit information will be directed.

25X1A

25X1A

[REDACTED] can be reached on EXecutive 6115, Extension 2320, and her address is as follows:

25X1A

[REDACTED]
Personnel Division
Central Intelligence Group

[REDACTED]
Washington 25, D. C.

25X1A

25X1A

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED]
Colonel, CAC
Executive for Personnel
and Administration

SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED
 (Sender will circle classification Top and Bottom)

CENTRAL INTELLIGENCE GROUP

PERSONNEL AND ADMINISTRATIVE BRANCH
INTER-OFFICE ROUTING SLIP

| FROM | | TO | INITIALS | DATE |
|------|---|----|----------|------|
| | EXECUTIVE FOR PERSONNEL AND ADMINISTRATION | | | |
| X | DEPUTY EXECUTIVE FOR PERSONNEL & ADMINISTRATION | | | |
| | CHIEF, PERSONNEL DIVISION | | | |
| | CHIEF, FINANCE DIVISION | | | |
| | CHIEF, SERVICES DIVISION | | | |
| | CHIEF, SECURITY DIVISION | | | |
| | CHIEF, PROJECTS SUPPORT DIVISION | | | |
| | CHIEF, COMMUNICATIONS DIVISION | | | |
| | CENTRAL RECORDS | X | | |
| | | | | |
| | | | | |

_____ APPROVAL _____ INFORMATION _____ DIRECT REPLY
 _____ ACTION _____ RETURN _____ COMMENT
 _____ RECOMMENDATION _____ PREPARATION OF REPLY X FILE
 _____ SIGNATURE _____ CONCURRENCE _____ DISPATCH

REMARKS:

TOP SECRET SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED

25X1A

CONFIDENTIAL

Drafted 18 November 1946

CENTRAL INTELLIGENCE GROUP

C.I.G. ADMINISTRATIVE ORDER

25X1A

25X1A

1. CIG Administrative Order [redacted] dated 21 August 1946 regarding credit references is hereby rescinded, and the following is substituted therefor:

a. Whenever it is required or necessary for a member of the Central Intelligence Group or ~~Strategic Services Unit~~ to give a business address for a credit reference, the following procedure will be followed for purposes of security:

(1) ~~All employees will give only the Central Intelligence Group as a reference regardless of whether they are members of the CIG, or not. The name of the Strategic Services Unit will not be used.~~ No information will be given concerning office or subdivision of CIG to which the member belongs.

25X1A

(2) At all times when it is necessary to give the Central Intelligence Group as a credit reference, the name of [redacted] Assistant to Chief, Personnel Division, CIG, will be given as the person to whom requests for credit information will be directed. [redacted] can be reached on EXecutive-6115, Extension 2320, and her address is as follows:

25X1A

25X1A

25X1A

[redacted]
Personnel Division
Central Intelligence Group

25X1A

[redacted]
Washington 25, D. C.

25X1A

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

CONFIDENTIAL

[redacted]
Colonel, CAC
Executive for Personnel and Administration

CONFIDENTIAL

19 November 1946

COPY NO. 66

CENTRAL INTELLIGENCE GROUP

C.I.G. ADMINISTRATIVE ORDER [REDACTED]

25X1A

25X1A

1. C.I.G. Administrative Order [REDACTED] dated 21 August 1946 regarding credit references is hereby rescinded, and the following is substituted therefor:

a. Whenever it is required or necessary for a member of the Central Intelligence Group to give a business address for a credit reference, the following procedure will be followed for purposes of security:

(1) No information will be given concerning office or sub-division of C.I.G. to which the member belongs.

(2) At all times when it is necessary to give the Central Intelligence Group as a credit reference, the name of [REDACTED], Assistant to Chief, Personnel Division, C.I.G., will be given as the person to whom requests for credit information will be directed.

25X1A

25X1A

[REDACTED] can be reached on EXecutive 6115, Extension 2320, and her address is as follows:

25X1A

[REDACTED]
Personnel Division
Central Intelligence Group

25X1A

[REDACTED]
Washington 25, D. C.

25X1A

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED]
Colonel, CAC
Executive for Personnel
and Administration


SECRET

COPY NO. 82

22 November 1946

CENTRAL INTELLIGENCE GROUP

25X1A

C.I.G. ADMINISTRATIVE ORDER 

1. Reference CIG organization chart dated 22 November 1946.
2. The name of the "Commercial Contacts Branch" of the Office of Operations is changed, effective this date, to the "Contact Branch". All organization charts or other records in this connection should be changed accordingly.

25X1A

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



Colonel, CIG
Executive for Personnel and Administration

SECRET

CONFIDENTIAL

19 November 1946

COPY NO. 83

CENTRAL INTELLIGENCE GROUP

C.I.G. ADMINISTRATIVE ORDER [REDACTED]

25X1A

25X1A

1. C.I.G. Administrative Order [REDACTED] dated 21 August 1946 regarding credit references is hereby rescinded, and the following is substituted therefor:

a. Whenever it is required or necessary for a member of the Central Intelligence Group to give a business address for a credit reference, the following procedure will be followed for purposes of security:

(1) No information will be given concerning office or sub-division of C.I.G. to which the member belongs.

(2) At all times when it is necessary to give the Central Intelligence Group as a credit reference, the name of [REDACTED] Assistant to Chief, Personnel Division, C.I.G., will be given as the person to whom requests for credit information will be directed.

25X1A

[REDACTED] can be reached on EXecutive 6115, Extension 2320, and her address is as follows:

25X1A

25X1A

[REDACTED]
Personnel Division
Central Intelligence Group

25X1A

[REDACTED]
Washington 25, D. C.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[REDACTED]
Colonel, CAC
Executive for Personnel
and Administration